



## **GFWC FLORIDA REPORTING**

***It is the privilege of each club to submit annual reports summarizing the project and programs undertaken by the club during the previous calendar year, (January 1 – December 31).***

### **Why Submit Reports?**

Year End Reports:

- Provide a yardstick by which a club can measure the effectiveness of the projects and programs.
- Help a club to analyze where its time and money have gone.
- Allow plan to be made for the coming year.
- Let chairman learn of projects from other clubs by sharing information.
- Included reported statistics allow GFWC Florida and GFWC to gain corporate sponsorships for projects and programs.
- Awards are presented annually to clubs whose work in particular areas is outstanding, although it is hoped that awards are not the motivation for completing reports.

### **What Can Be Reported?**

Reports cover a calendar year and every project and program that a club undertakes should be reported to the appropriate state chairman. Monies sent directly to GFWC Florida Headquarters during the calendar year should also be reported. If you are unsure where to report a project, refer to the GFWC Florida bulletins (on our web site), call the chairman in question or call the GFWC Florida First Vice President. The number of projects reported to a specific chairman during this administration will be unlimited as long as it falls within the page limitations of the report. (Explanation follows)...

### **What Makes Up A Report?**

A report consists of:

- At least one (or as many as needed) statistical sheets(s) per report
- A maximum of four (4) additional pages of narrative.

Please refer to the following pages for additional information on reporting procedures.

## Who Receives the Report?

- The chairmen in each of the six(6) Community Service Programs
- These additional chairmen:
  - Membership
  - Leadership
  - Fundraising/Financial Stability
  - Programs
  - Public Relations/Identity

Your District Director receives a copy of every report that you send to other chairmen.

## What Happens to the Reports?

The chairman uses the information gathered from reports to share project and program ideas throughout the state and to compile a report for GFWC on behalf of the GFWC Florida Federation of Women's Clubs.

GFWC Florida Chairmen judge submitted reports and awards are given to three clubs in each of the five membership categories.

**MEMBERSHIP CATEGORIES** – The Executive Committee will set the Category membership ranges ONLY AFTER dues and reports are received. This will provide for a leveling out of the number of clubs reporting, and therefore competing, for awards in each category

## When Are Reports Due?

**\*\*\*FEBRUARY 1<sup>ST</sup>\*\*\***

Reports must be postmarked no later **FEBRUARY 1**, no matter on what day of the week February 1 falls. Reports **NOT** postmarked by February 1 **WILL NOT** be considered for GFWC Florida awards. To be eligible for awards a club must also have paid dues by February 1. Honor score points are awarded to a club whose dues are paid by December 31.